

**Statewide RFA Technical Assistance Calls
Meeting Minutes**

Date: 06/21/17	Time: 1:30 – 2:30 pm	Location: Conference Call Conference line information: 877-873-8017 Participant code: 5396369
County TA Questions	CDSS Response	Action item
1) Will CDSS create a RFA rights and responsibilities for Resource Parents?	There has been some discussion on this topic at CDSS. However at this time, nothing has been put together yet. The Written Directives contain some responsibilities of the Resource Family section 11-13.	Counties will be updated if CDSS will proceed with this matter.
2) Will CDSS apply guidelines in completing the RFA-04 Form Resource Family Assessment ?	No, this form is an optional form. Counties may use this form or a county equivalent form.	
3) Can a RFA worker complete the AD 4320 form? The AD 4320 Form is the Adoption Assistance Agreement Form.	No, the adoptions regulations have not changed and only a license adoption agency can complete the AD 4320 form. An RFA worker may co-sign the AD 4320 Form as the family's agency representative, if the RFA worker is the co-placement agency representative. The CDSS adoption policy is working to provide more clarity on this matter.	
4) For ICPC applicants who apply to be a Resource Family, if the applicant does not meet the requirements for RFA, does the RFA due process apply? Or is there a different due process for ICPC applicants?	The RFA due process will apply.	
5) For Spanish speaking families, do counties required to provide a copy of the RFA written report in Spanish?	No, there is not a requirement to provide a copy of the RFA Written Directives in Spanish, it is a county option if they choose to do so.	
6) Do counties need to approve Resource Families for AB 12 Youth (extended foster youth)?	For AB 12 foster youth placed in Supervised Independent Living Placement (SILP), it is not required. If the youth is placed in a foster home, RFA is required.	
7) Clarification needed for a PARP referral for existing adoptive foster families with foster care placements.	It would depend on the family. If the existing potential adoptive family wants to continue to provide foster care, they can convert to be Resource Family, and complete the RFA 00(A)	

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What type of application would they need to fill out? The RFA 01(A) form or the adoption application?	form or complete an adoption home study by 1/1/18 and be deemed a resource family. If they only plan to adopt and not continue as foster parents, then they can complete the adoption application to proceed with their adoption home study.	
8) Can an applicant who applied last year to be a licensed foster family and is pending approval, change path and convert to a Resource Family? The family is moving out of the country for one year. Can we use their interviews, application form, etc.	No, the applicant will need to apply to become a Resource Family when they return. The requirements are different between a licensed foster parent and a Resource Family, such as the criminal background clearance from DOJ. Also, in order to be able to convert, the family would have to have had a placement in 2017.	
9) We have about 8-10 licensed foster families, who haven't taken placement in years, and are not happy that their license will be forfeited by 1/1/19, unless they become approved Resource Families. What their options? Do we need to update their home studies?	These families will need to convert to approved Resource Families. Their adoption home study's need to be current to be able to be used for conversion. They can become regular respite care providers to current foster families.	
10) How can a county convert a Relative/NERFM family that had a child placed with them in 2017, and recently had a 2 nd child placed in their care?	If an emergency placement approval with the 2 nd child recently occurred, and the family had a child previously placed in their care as an approved Relative/NERFM placement, the county may convert the family to be a Resource Family, regardless if the child was unmatched or child specified since the family had a placement with their 1 st child in 2017.	
11) When submitting data into CWS/CMS, does a county need to submit the RFA family with the county number, dash, and family as instructed in a prior ACL?	The dash is not necessary.	
12) Can a county request copies of the Annual Review Tools?	Yes, it can be requested through the RFA inbox at RFA@dss.ca.gov However, the Annual Review tools are currently being revised. Counties will be notified on updates to the Annual Review tools.	

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Misc.

- It is recommended that counties consult with their County Counsel on matters not related to RFA due process. If a county is contracting with the State, the CDSS Legal will provide legal assistance and representation for due process, which can include: Notice of Action, , denial of applicant, recession of a criminal record exemption, or exclusion of an individual. Counties need to consult with their county counsel on all other matters, such as placement decisions or county policies as it relates to RFA.
- [All County Letter 17-39 \(May 26, 2017\) Licensing Administrative Action Records System \(LAARS\) Access Change And Requirements For Use Related To Resource Family Approval \(RFA\)](#) provides information on the updated LAARS database that is supposed to go live July 1, 2017. However, the ID request form was not attached to the ACL. The ACL reposted 6/22/17 with the request form. Counties need to set up a county administrator and get IDs issued to users. They are also trying to get the form posted to the current LAARS website. Counties need to get IDs created ASAP.

Next Meeting: July 5, 2017, 1:30 – 2:30 pm